

I. Cleanliness within the Office

Workers, volunteers and company management all share responsibility for cleanliness and wellness in the workplace. Each person must take personal responsibility for maintaining clean workspaces and the sharing of tasks to ensure the office and any other spaces occupied by Carousel remains clean.

- The bathroom should be cleaned once a week.
- Commonly touched surfaces should be cleaned once a week. I.e. microwave, fridge and kitchenette, handrails, switches and doorknobs.
- Vacuum one room a day, ensuring that all rooms within the office have been vacuumed once a week.
- The garbage and recycling should be taken out at minimum once a week.
- Before and after any meetings involving parties not commonly in the office, the space should be cleaned.

All cleaning routines should be documented on weekly or daily checklists to ensure tasks are completed to maintain a clean workspace.

II. Maintaining Health in the Workplace

Workers, volunteers and company management all share responsibility for cleanliness and wellness in the workplace. Each person must take personal responsibility for their own health while working within Carousel Players's spaces.

- Employees who are sick are encouraged to either stay home or work from home.
- When someone takes a sick day, another employee should go in and clean their computer, keyboard and other commonly touched items.